

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to SRS Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION () EXISTING POSITION

PART I - Position Description

1. Agency Name Social and Rehabilitation Services		9. Position Number K0048717		10. Budget Program Number SMART ID 26111	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Public Service Executive I		
3. Division Rehabilitation Services			12. Proposed Class Title		
4. Section Policy and Field Support			13. Allocation		
5. Unit			14 (a). Effective Date		14 (b). FLSA Code
6. Location (address where employee works) City: Topeka County: Shawnee			15. By _____ Approved		
7. (Circle appropriate time) Full Time Perm Inter Part Time Temp %			16. Audit Date: _____ By: _____ Date: _____ By: _____		
8. Regular Hours (circle appropriate time) From: 8 AM To: 5 PM			17. Position Reviews Date: _____ By: _____		

PART II - Organizational Information

Area for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)

This position has significant responsibilities related to development of the State Plan for vocational rehabilitation and supported employment services, which is submitted to the U.S. Rehabilitation Services Administration. The position also develops and revises program policies and procedures. The position represents Rehabilitation Services on interagency collaborative teams to increase employment outcomes and self-sufficiency of people with disabilities, and provides administrative support for the State Rehabilitation Council. In addition, the position completes periodic program, strategic plan and informational reports.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)

Name: Peg Spencer

Title: PSE III

Position Number: K0042082

Who evaluates the work of an incumbent in this position.

Name: Peg Spencer

Title: PSE III

Position Number: K0042082

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

The employee will carry out assignments within agency guidelines and federal regulations. The employee will meet regularly with the supervisor to plan, review assignments and address progress/outcomes. This position may also participate in conferences with the supervisor and Director to review assignments.

d) Which statement best describes the result of error in action or decision of this employee.

- () Minimal property damage, minor injury, minor disruption of the work flow.
() Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
(X) Major program failure, major property loss, or serious injury of incapacitation.
() Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No. % E OR M

- | | | | |
|---|-----|---|---|
| 1 | 20% | E | Manage the State Plan development process for vocational rehabilitation (VR) and supported employment programs in Kansas Rehabilitation Services (KRS). Coordinate logistics for stakeholder input opportunities, consumer satisfaction surveys and public hearings required prior to submission of the State Plan. Coordinate review and involvement of the State Rehabilitation Council consistent with federal regulations. Interact with advocacy organizations and other components of the disability service delivery system to conduct the Comprehensive Statewide Needs Analysis. Coordinate with KRS fiscal, program and evaluation staff to gather and document necessary information and service projections. Research and develop State Plan attachments, assuring that they comply with federal policies and regulations, are responsive to the needs of Kansans with disabilities, and are consistent with the department's priorities. Post State Plan documents on the KRS website and submit the State Plan for federal approval through the RSA-MIS system. |
| 2 | 25% | E | Research best practices in VR service delivery, analyze federal regulations, and coordinate fiscal impact studies in order to update KRS policies and procedures. Manage the policy development/approval process, including input from field staff, involvement of the State Rehabilitation Council and required departmental procedures for implementation. Design desk aids, checklists, fillable forms, and other tools to assist field staff statewide in correctly implementing policy. Manage the KRS policy website, including index and search functions. Interpret federal regulations and KRS policy to assist field staff in program implementation. Represent KRS on various interdisciplinary policy teams. |
| 3 | 25% | E | Research and develop status reports on implementation of State Plan goals and priorities, KRS strategic goals, and dashboard indicators. Provide quarterly reports to the Rehabilitation Services Administration (RSA) on performance improvement plans. Research and compile information on policies, service delivery and outcomes for federal monitoring purposes. Develop informational materials for target consumer, stakeholder and referral audiences. Write or edit other reports and documents as assigned. This may include Requests for Proposals, web information, consumer success stories, correspondence, legislative summaries, and PowerPoint presentations. |
| 3 | 10% | E | Coordinate meeting logistics, agendas, and presentations for the State Rehabilitation Council. Write meeting minutes. Maintain member listings by category to assure compliance with federal regulations. Participate in conference calls scheduled for Council liaisons by the U.S. Rehabilitation Services Administration. Coordinate nominations for consideration by the Governor's Office. Draft the Council's annual report per the members' directions. Maintain and update the Council's website. |
| 4 | 15% | E | Represent Rehabilitation Services on interagency collaborative teams to increase competitive, integrated employment outcomes and self-sufficiency of people with disabilities. Assist in the development of memorandums of understanding and service delivery proposals that include multiple programs. Promote and participate in cross-informational training among diverse service delivery systems. Coordinate data sharing and analysis to identify mutual consumers and track performance measures and outcomes. |
| | | | All work is reviewed for clarity of information conveyed, compliance and timeliness by the supervisor and/or director. |

In addition to the tasks listed on the previous page, this position is expected to:

- Comply with the KRS professional conduct standards.
 - Demonstrate leadership in carrying out the SRS Mission, Vision and Guiding Principles, and in communicating these values with peers, customers, partners and the general public.
 - Demonstrate leadership in carrying out and communicating the Goals and Priorities of Kansas Rehabilitation Services (KRS), emphasizing the value of competitive, integrated employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in KRS programs, services and activities.
 - Ensure that all KRS programs and services support customer engagement and informed decision-making.
 - Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth.
 - Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency.
 - Provide excellent customer service both internally and externally.
 - Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity.
 - Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other SRS and KRS staff.
 - Work cooperatively with peers, staff, customers, community partners and the general public.
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* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

Failure to submit the State Plan correctly and on-time could jeopardize VR funding. Inaccurate research, information or reports could negatively impact consumer services and agency reputation.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title

Position/KIPPS Number

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Interacts with other staff, advocates, other state agencies and stakeholders to gather input, plan, coordinate, advice and obtain common understanding or solutions to problems.

25. What hazards, risks or discomforts exist on the job or in the work environment?

Typical office work environment. Some out-of-town or overnight travel planned well in advance.

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Personal PC

Microsoft Office software, including Word, Excel, PowerPoint, Access

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

One year of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

Ability to communicate effectively orally and in writing.

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

C. List preferred education or experience that may be used to screen applicants.

Bachelor's degree in rehabilitation, communications or journalism.

Experience or knowledge related to employment services for people with disabilities.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date